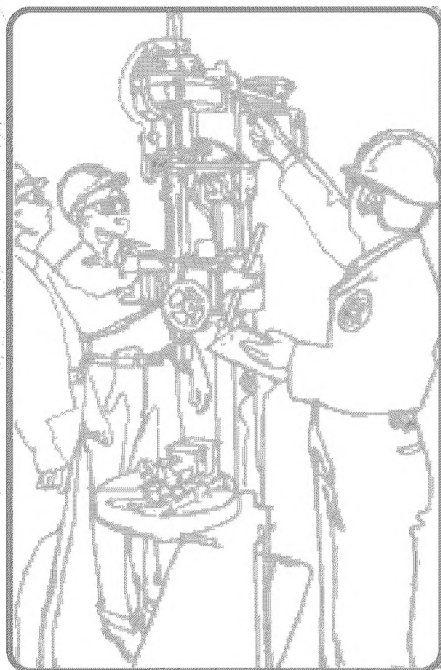


# OSHA Inspections



U.S. Department of Labor  
Occupational Safety and Health Administration

OSHA 2098  
2000 (Reprinted)



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<b>Abstract</b> Under the Occupational Safety and Health Act of 1970 (the Act), the Occupational Safety and Health Administration (OSHA) is authorized to conduct workplace inspections to determine whether employers are complying with standards issued by the agency for safe and healthful workplaces. OSHA also enforces Section 5(a)(1) of the Act, known as the General Duty Clause, which requires that every working man and woman must be provided with a safe and healthful workplace. Workplace inspections are performed by OSHA compliance safety and health officers who are knowledgeable and experienced in the occupational safety and health field and who are trained in OSHA standards and in the recognition of safety and health hazards. Similarly, states with their own occupational safety and health programs conduct inspection using qualified state compliance safety and health officers.		
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This informational booklet is intended to provide a generic, non-exhaustive overview of a particular standards-related topic. This publication does not itself alter or determine compliance responsibilities, which are set forth in OSHA standards themselves and the *Occupational Safety and Health Act*. Moreover, because interpretations and enforcement policy may change over time, for additional guidance on OSHA compliance requirements, the reader should consult current and administrative interpretations and decisions by the Occupational Safety and Health Review Commission and the Courts.

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# OSHA Inspections

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U.S. Department of Labor

Alexis M. Herman, Secretary

Occupational Safety and Health Administration

Charles N. Jeffress, Assistant Secretary

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Under the *Occupational Safety and Health Act* of 1970 (the Act), the Occupational Safety and Health Administration (OSHA) is authorized to conduct workplace inspections to determine whether employers are complying with standards issued by the agency for safe and healthful workplaces. OSHA also enforces Section 5(a)(1) of the Act, known as the “General Duty Clause,” which requires that every working man and woman must be provided with a safe and healthful workplace.

Workplace inspections are performed by OSHA compliance safety and health officers who are knowledgeable and experienced in the occupational safety and health field and who are trained in OSHA standards and in the recognition of safety and health hazards. Similarly, states with their own occupational safety and health programs conduct inspection using qualified state compliance safety and health officers.

States administering their own occupational safety and health program through plans approved under section 18(b) of the Act must adopt standards and enforce requirements which are at least as effective as federal requirements. There are currently 25 state plan states: 23 covering private and public (state and local government) sectors and 2 covering the public sector only. Plan states must adopt standards comparable to the federal within 6 months of a federal standard’s promulgation. Although most states adopt standards identical to the federal and have similar inspection procedures—including citations and penalties, employer and employee rights and responsibilities—the state plan agency should be contacted directly to determine if there are any different or additional state occupational safety and health requirements.

Inspections are usually conducted without advance notice. In fact, alerting an employer without proper authorization in advance of an OSHA inspection can bring a fine of up to \$1,000 and/or a 6-month jail term. This is true for federal OSHA compliance officers as well as state inspectors.

There are, however, special circumstances under which OSHA may give notice to the employer, but such a notice will normally be less than 24 hours. These circumstances include the following:

- Imminent danger situations that require correction as soon as possible;

- 
- Inspections that must take place after regular business hours or that require special preparation;
  - Cases where notice is required to ensure that the employer and employee representative or other personnel will be present;
  - Cases where an inspection must be delayed for more than 5 working days when there is good cause;
  - Situations in which the OSHA area director determines that advance notice would produce a more thorough or effective inspection.

Employers who receive advance notice of an inspection must inform their employees' representative or arrange for OSHA to do so.

If an employer refuses to admit an OSHA compliance officer or if an employer attempts to interfere with the inspection, the Act permits appropriate legal action, such as obtaining a warrant to inspect.

Based on a 1978 Supreme Court ruling, *Marshall v. Barlow's Inc.*, OSHA usually may not conduct warrantless inspections without valid consent. The agency, however, may inspect after acquiring a judicially authorized search warrant based on administrative probable cause or upon evidence of a violation.



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Not all 6.2 million workplaces covered by the Act can be inspected immediately. The worst situations need attention first. OSHA, therefore, has established a system of inspection priorities.

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### **Imminent Danger**

Imminent danger situations are given top priority. An imminent danger is any condition where there is reasonable certainty that a danger exists that can be expected to cause death or serious physical harm immediately or before the danger can be eliminated through normal enforcement procedures.

If an imminent danger situation is found, the compliance officer will ask the employer to voluntarily abate the hazard and to remove endangered employees from exposure.

Should the employer fail to do this, OSHA, through the regional solicitor, may apply to the Federal District Court for an injunction prohibiting further work as long as unsafe conditions exist.

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### **Catastrophes and Fatal Accidents**

Second priority is given to investigation of fatalities and accidents resulting in hospitalization of three or more employees.

Such catastrophes must be reported to OSHA by the employer within 8 hours. OSHA investigates to determine the cause of such accidents and whether existing OSHA standards were violated.

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### **Complaints and Referrals**

Third priority is given to formal employee complaints of alleged violations or standards or of unsafe or unhealthful working conditions and to referrals from other government authorities about specific workplace hazards.

The Act gives each employee the right to request an OSHA inspection when the employee believes he or she is in imminent danger from a hazard or when he or she thinks that there is a viola-

tion of an OSHA standard that threatens physical harm. OSHA will maintain confidentiality if requested, will inform the employee of any action it takes regarding complaints, and, if requested, will hold an informal review of any decision not to inspect.

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### **Programmed Inspections**

Next in priority are programmed inspections aimed at specific high-hazard industries, workplaces, occupations, or health substances, or other industries identified in OSHA's current inspection procedures. Industries are selected for inspection on the basis of factors such as the injury incidence rates, previous citation history, employee exposure to toxic substances, or random selection. Special emphasis programs also may be developed and may be regional or national in scope, depending on the distribution of the workplaces involved. Comprehensive safety inspections in manufacturing will be conducted normally in those establishments with lost-workday injury rates at or above the Bureau of Labor Statistics' (BLS) national rate for manufacturing currently in use by OSHA. States with their own occupational safety and health programs may use somewhat different systems to identify industries for inspection.

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### **Followup Inspections**

A followup inspection determines if previously cited violations have been corrected. If an employer has failed to abate a violation, the compliance officer informs the employer that he or she is subject to "Failure to Abate" alleged violations and proposed additional daily penalties while such failure to abate or violation continues.

A compliance officer represents the agency and is expected to demonstrate his or her knowledge and expertise in the safety and health field in a courteous and professional manner. Prior to the inspection, the compliance officer will become familiar with as many relevant facts as possible about the workplace, such as the inspection history of the establishment, the nature of the business, and the particular standards that might apply. This preparation provides the compliance officer with a knowledge of the potential hazards and industrial processes that may be encountered and aids in selecting appropriate personal protective equipment for use against these hazards during the inspection.

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### **Inspector's Credentials**

When the OSHA compliance officer arrives at the establishment, he or she displays official credentials and asks to meet an appropriate employer representative. Employers should always ask to see the compliance officer's credentials.

OSHA federal or state compliance officer credentials can be verified by calling the nearest federal or state OSHA office. Compliance officers may not collect a penalty at the time of inspection or promote the sale of a product or service at any time; anyone who attempts to do so is impersonating a government inspector and the FBI or local law enforcement officials should be contacted *immediately*.

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### **Opening Conference**

In the opening conference, the compliance officer explains how the establishment was selected and what the likely scope of the inspection will be. The compliance officer also will ascertain whether an OSHA-funded consultation visit is in progress or whether the facility is pursuing or has received an inspection exemption through the consultation program; if so, the inspection may be terminated.

The compliance officer explains the purpose of the visit, the scope of the inspection, and the standards that apply. The employer will be given information on how to obtain a copy of applicable safety and health standards as well as a copy of any employee complaint that may be involved (with the employee's name deleted, if the employee has requested anonymity.)

The employer is asked to select an employer representative to accompany the compliance officer during the inspection.

An authorized employee representative also is given the opportunity to attend the opening conference and to accompany the compliance officer during the inspection. If the employees are represented by a recognized bargaining agent, the agent ordinarily will designate the employee representative to accompany the compliance officer. Similarly, if there is a plant safety committee, the employee members of that committee will designate the employee representative (in the absence of a recognized bargaining agent). Where neither employee group exists, the employee representative may be selected by the employees themselves, or the compliance officer may determine if any employee suitably represents the interest of other employees. Under no circumstances may the employer select the employee representative for the walkaround.

The Act does not require that there be an employee representative for each inspection. Where there is no authorized employee representative, however, the compliance officer must consult with a reasonable number of employees concerning safety and health matters in the workplace.

After the opening conference, the compliance officer and accompanying representatives proceed through the establishment to inspect work areas for safety and health hazards.

The compliance officer determines the route and duration of the inspection. While talking with employees, the compliance officer makes every effort to minimize any work interruptions. The compliance officer observes safety and health conditions and practices; consults with employees privately, if necessary; takes photos and instrument readings; examines records, collects air samples, measures noise levels, and surveys existing engineering controls; and monitors employee exposure to toxic fumes, gases, and dusts.

An inspection tour may cover part or all of an establishment, even if the inspection resulted from a specific complaint, fatality, or catastrophe.

Trade secrets observed by the compliance officer will be kept confidential. An inspector who releases confidential information without authorization is subject to a \$1,000 fine and/or 1 year in jail. The employer may require that the employee representative have confidential clearance for any area in question.

Employees are consulted during the inspection tour. The compliance officer may stop and question workers, in private, about safety and health conditions and practices in their workplaces. Each employee is protected under the Act from discrimination by the employer for exercising his or her safety and health rights.

OSHA places special importance on posting and recordkeeping requirements. The compliance officer will inspect records of deaths, injuries, and illnesses that the employer is required to keep. He or she will check to see that a copy of the totals from the last page of OSHA Form No. 200 have been posted and that the OSHA workplace poster (OSHA 2203), which explains employees' safety and health rights, is prominently displayed. Where records of employee exposure to toxic substances and harmful physical agents have been required, they also are examined for compliance with the recordkeeping requirements.

The compliance officer also explains the requirements of the Hazard Communication Standard. Under that rule, employers must establish a written, comprehensive communication program that

includes provisions for container labeling, material safety data sheets, and an employee training program. The program must contain a list of the hazardous chemicals in each work area and the means the employer will use to inform employees of the hazards of non-routine tasks.

During the course of the inspection, the compliance officer will point out to the employer any unsafe or unhealthful working conditions observed. At the same time, the compliance officer will discuss possible corrective action if the employer so desires.

Some apparent violations detected by the compliance officer can be corrected immediately. When they are corrected on the spot, the compliance officer records such corrections to help in judging the employer's good faith in compliance. Although corrected, the apparent violations may still serve as the basis for a citation and, if appropriate, a notice of proposed penalty. The penalties for some types of violations may be reduced if they are corrected immediately.

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### **Closing Conference**

At the conclusion of the inspection, the compliance officer conducts a closing conference with the employer and the employee representative. It is a time for free discussion of problems and needs; a time for frank questions and answers.

The compliance officer also will give the employer a copy of *Employer Rights and Responsibilities Following an OSHA Inspection* (OSHA 3000) and will discuss briefly the information in the booklet and answer any questions.

The compliance officer discusses with the employer all unsafe or unhealthful conditions observed during the inspection and indicates all apparent violations for which a citation and a proposed penalty may be issued or recommended. The compliance officer will not indicate any specific proposed penalties; however, the employer is informed of appeal rights.

During the closing conference, the employer may wish to produce records to show compliance efforts and to provide information that can help OSHA determine how much time may be needed to abate an alleged violation.

When appropriate, more than one closing conference may be held. This is usually necessary when health hazards are being evaluated or when laboratory reports are required.

The compliance officer explains that OSHA area offices are full service resource centers that inform the public of OSHA activities and programs, such as new or revised standards, including the status of proposed standards, comment periods, or public hearings; provide technical experts and materials, including courses offered at the OSHA Training Institute; refer callers to other agencies and professional organizations as appropriate; and promote effective safety and health programs through voluntary protection programs and expanded employer abatement assistance efforts.

If an employee representative does not participate in either the opening or the closing conference held with the employer, a separate discussion is held with the employee representative, if requested, to discuss matters of direct interest to employees.

## 10 Inspection Results

After the compliance officer reports findings, the area director determines whether citations will be issued and whether penalties will be proposed.

### Citations

Citations inform the employer and employees of the regulations and standards alleged to have been violated and of the proposed length of time set for their abatement. The employer will receive citations and notices of proposed penalties by certified mail. The employer must post a copy of each citation at or near the place a violation occurred, for 3 days or until the violation is abated, whichever is longer.

### Penalties

These are the types of violations that may be cited and the penalties that may be proposed:<sup>1</sup>

- **Other-Than-Serious Violation**—A violation that has a direct relationship to job safety and health, but probably would not cause death or serious physical harm. A penalty from \$0 to \$7,000 for each violation may be assessed. A penalty for an other-than-serious violation may be adjusted downward by as much as 95 percent, depending on the employer's good faith (demonstrated efforts to comply with the Act), history of previous violations, and size of business.<sup>2</sup>

<sup>1</sup> For more detailed information, see U.S. Department of Labor *Program Highlights*, Fact Sheet No. OSHA 91-36, "New OSHA Civil Penalties Policy," which is available from the Department of Labor's Office of Information, 200 Constitution Avenue, N.W., Washington, DC 20210, (202) 219-8151.

<sup>2</sup> For a more detailed description of adjustment factors, see U.S. Department of Labor *Program Highlights*, Fact Sheet No. OSHA 91-36 and OSHA's voluntary "Safety and Health Program Management Guidelines." (*Federal Register*, Vol. 54, No. 16, January 26, 1989, Pp. 3904-3916.)



- **Serious Violation**—A violation where there is a substantial probability that death or serious physical harm could result. The penalty for a serious violation is assessed from \$1,500 to a maximum of \$7,000 depending on the gravity of the violation. A penalty for a serious violation may be adjusted downward based on the employer's good faith, history of previous violations, and size of business.

- **Willful Violation**—A violation that the employer intentionally and knowingly commits. The employer is aware that a hazardous condition exists, knows that the condition violates a standard or other obligation of the Act, and makes no reasonable effort to eliminate it. Penalties of up to \$70,000 may be proposed for each willful violation. The minimum willful penalty is \$5,000.

An employer who is convicted in a criminal proceeding of a willful violation of a standard that has resulted in the death of an employee may be fined up to \$250,000 (or \$500,000 if the employer is a corporation) or imprisoned up to 6 months, or both. A second conviction doubles the possible term of imprisonment.<sup>3</sup>

- **Repeated Violation**—A violation of any standard, regulation, rule, or order where, upon reinspection, a substantially similar violation is found and the original citation has become a final order. violations can bring a fine or up to \$70,000 for each such violation. To calculate repeated violations, the initial penalty is adjusted for the size and then multiplied by a factor of 2, 5, or 10 depending on the size of the employer.

- **Failure-to-Abate**—Failure to correct a prior violation may bring a civil penalty of up to \$7,000 for each day that the violation continues beyond the prescribed abatement date.

<sup>3</sup> For more information, see *United States Code Annotated, Title 18, Crimes and Criminal Procedures 3331 to 4120*, West Publishing Company, St. Paul, MN, 1991, Pp.53-54.

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Additional violations for which citations and proposed penalties may be issued are as follows:

- Falsifying records, reports, or applications can, upon conviction, bring a criminal fine of \$10,000 or up to 6 months in jail, or both.
- Violations of posting requirements bring a civil penalty of \$7,000.
- Assaulting a compliance officer, or otherwise resisting, opposing, intimidating, or interfering with a compliance officer in the performance of his or her duties is a criminal offense and is subject to a fine of not more than \$5,000 and imprisonment for not more than 3 years.

Citations and penalty procedures may differ somewhat in states with their own occupational safety and health programs.

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### **Appeals by Employees**

If an employee complaint initiates an inspection, the employee or authorized employee representative may request an informal review of any decision not to issue a citation.

Employees may not contest citations, amendments to citations, proposed penalties, or lack of penalties. They may, however, contest the time allowed for abatement of a hazardous condition. They also may contest an employer's "Petition for Modification of Abatement," which requests an extension of the proposed abatement period. Employees must contest the petition within 10 working days of its posting or within 10 working days after an authorized employee representative has received a copy.

Employees may request an informal conference with OSHA to discuss any issues raised by an inspection, citation, notice of proposed penalty, or employer's notice of intention to contest.

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### **Appeals by Employers**

Within 15 working days of the employer's receipt of a citation, the employer who wishes to contest must submit a written objection to OSHA. The OSHA area director forwards the objection to the Occupational Safety and Health Review Commission (OSHRC), which operates independently of OSHA.

When issued a citation and notice of proposed penalty, an employer may request an informal meeting with OSHA's area director to discuss the case. OSHA encourages employers to have such informal conferences with the area director if the employer has issues arising from the inspection that he or she wishes to discuss or provide additional information. The area director is authorized to enter into settlement agreements that revise citations and penalties to avoid prolonged legal disputes and that result in speedier hazard abatement (alleged violations contested before OSHRC do not need to be corrected until the contest is ruled upon by OSHRC).

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### **Petition for Modification of Abatement**

Upon receiving a citation, the employer must correct the cited hazard by the abatement date unless he or she contests the citation or abatement date. Factors beyond the employer's control, however, may prevent the completion of corrections by that date. In such a situation, the employer who has made a good faith effort to comply may file a petition to modify the abatement date.

The written petition must specify the steps taken to achieve compliance, the additional time needed to comply, the reasons additional time is needed, and interim steps being taken to safeguard employees against the cited hazard during the intervening period. The employer must certify that a copy of the petition was posted in a conspicuous place at or near each place where a violation occurred and that the employee representative received a copy of the petition.

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### **Notice of Contest**

If the employer decides to contest either the citation, the abatement period, or the proposed penalty, he or she has 15 working days from the time the citation and proposed penalty are received to notify the OSHA area director in writing. Failure to do so will result in the citation and proposed penalty becoming a final order of the OSHRC without further appeal. An orally expressed disagreement will not suffice. This written notification is called a "Notice of Contest."

Although there is no specific format for the "Notice of Contest," it must clearly identify the employer's basis for filing—the citation, notice of proposed penalty, abatement period, or notification of failure to correct violations.

A copy of the "Notice of Contest" must be given to the employees' authorized representative. If any affected employees are not represented by a recognized bargaining agent, a copy of the notice must be posted in a prominent location in the workplace or given personally to each unrepresented employee.

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## **Review Procedure**

If the written “Notice of Contest” has been filed within the required 15 working days, the OSHA area director forwards the case to OSHRC. The commission is an independent agency not associated with OSHA or the Department of Labor. The commission assigns the case to an administrative law judge.

A hearing may be scheduled for a public place near the employer’s workplace. The employer and the employee have the right to participate in the hearing; the OSHRC does not require that they be represented by attorneys.

Once the administrative law judge has ruled, any party to the case may request a further review by OSHRC. Any of the three OSHRC commissioners also may, at his or her own motion, bring a case before the commission for review. Commission rulings may be appealed to the appropriate U.S. Court of Appeals.

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## **Appeals in State Plan States**

States with their own occupational safety and health programs have a state system for review and appeal of citations, penalties, and abatement periods. The procedures are generally similar to Federal OSHA’s, but cases are heard by a state review board or equivalent authority.

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### **Safety and Health Program Management Guidelines**

Effective management of worker safety and health protection is a decisive factor in reducing the extent and severity of work-related injuries and illnesses and their related costs. To assist employers and employees in developing effective safety and health programs, OSHA published recommended *Safety and Health Program Management Guidelines* (*Federal Register* 54(18):3908-3916, January 26, 1989). These voluntary guidelines apply to all places of employment covered by OSHA.

The guidelines identify four general elements that are critical to the development of a successful safety and health management program:

- management commitment and employee involvement,
- worksite analysis,
- hazard prevention and control, and
- safety and health training.

The guidelines recommend specific actions under each of these general elements to achieve an effective safety and health program. A single free copy of the guidelines can be obtained from the U.S. Department of Labor, OSHA Publications, P.O. Box 37535, Washington, DC 20013-7535, by sending a self-addressed mailing label with your request.

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### **State Programs**

The *Occupational Safety and Health Act of 1970* encourages states to develop and operate their own job safety and health plans. States with plans approved under section 18(b) of the OSH Act must adopt standards and enforce requirements that are at least as effective as federal requirements. There are currently 25 state plan states: 23 of these states administer plans covering both private and public (state and local government) employees; the other two states, Connecticut and New York, cover public employees only. Plan states must adopt standards comparable to federal requirements within 6 months of a

federal standard's promulgation. Until such time as a state standard is promulgated, Federal OSHA provides interim enforcement assistance, as appropriate, in these states. A listing of approved state plans appears at the end of this publication.

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### **Consultation Services**

Consultation assistance is available on request to employers who want help in establishing and maintaining a safe and healthful workplace. Largely funded by OSHA, the service is provided at no cost to the employer. Primarily developed for smaller employers with more hazardous operations, the consultation service is delivered by state government agencies or universities employing professional safety consultants and health consultants. Comprehensive assistance includes an appraisal of all work practices and environmental hazards of the workplace and all aspects of the employer's present job safety and health program.

The program is separate from OSHA's inspection efforts. No penalties are proposed or citations issued for any safety or health problems identified by the consultant. The service is confidential.

For more information concerning consultation assistance, see the list of consultation projects at the end of this publication.

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### **Voluntary Protection Programs (VPP)**

Voluntary Protection Programs (VPP) and onsite consultation services, when coupled with an effective enforcement program, expand worker protection to help meet the goals of the OSH Act. The three VPP—Star, Merit, and Demonstration—are designed to recognize outstanding achievement by companies that have successfully incorporated comprehensive safety and health programs into their total management system. They motivate others to achieve excellent safety and health results in the same outstanding way as they establish a cooperative relationship among employers, employees, and OSHA.

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For additional information on VPPs and how to apply, contact the nearest OSHA area or regional office listed at the end of this publication.

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### **Training and Education**

OSHA's area offices offer a variety of information services, such as publications, audiovisual aids, technical advice, and speakers for special engagements. The OSHA Training Institute in Des Plaines, IL, provides basic and advanced courses in safety and health for federal and state compliance officers, state consultants, federal agency personnel, and private sector employers, employees, and their representatives.

OSHA also provides funds to nonprofit organizations, through the Susan Harwood Training Grant Program, to conduct training and education in subjects where OSHA believes there is a lack of workplace training. Grants are awarded annually and grant recipients are expected to contribute 20 percent of the total grant cost.

For more information on grants, training, and education, contact the OSHA Training Institute, Office of Training and Education, 1555 Times Drive, Des Plaines, IL 60018, (847) 297-4810, (847) 297-4874 fax.

For further information on any OSHA program, contact your nearest OSHA area or regional office listed at the end of this publication.

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### **Electronic Information**

Internet—OSHA standards, interpretations, directives, and additional information are now on the World Wide Web at <http://www.osha.gov/> and <http://www.osha-slc.gov/>.

CD-ROM—A wide variety of OSHA materials including standards, interpretations, directives, and more, can be purchased on CD-ROM from the U.S. Government Printing Office. To order, write to the Superintendent of Documents, P.O. Box 371954, Pittsburgh,



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PA 15250-7954 or phone (202) 512-1800. Specify OSHA Regulations, Documents, and Technical Information on CD-ROM (ORDT), GPO Order No. S/N 729-013-00000-5. The price is \$46 per year; \$17 per single copy.

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### **Emergencies**

To report life-threatening situations, call (800) 321-OSHA. Complaints will go immediately to the nearest OSHA area or state office for help.

For further information on any OSHA program, contact your nearest OSHA area or regional office listed at the end of this publication.

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Single, free copies of the following publications can be obtained from the U.S. Department of Labor, OSHA Publications, P.O. Box 37535, Washington, DC 20013-7535.

Send a self-addressed mailing label with your request.

*All About OSHA (OSHA 2056)*

*Chemical Hazard Communication (OSHA 3084)*

*Consultation Services for the Employer (OSHA 3047)*

*Employee Workplace Rights (OSHA 3021)*

*Employer Responsibility and Course of Action Following an OSHA Inspection (OSHA 3000)*

*OSHA Publications and Audiovisual Programs (OSHA 2019)*

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The following publications are available from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402, (202) 512-1800, (202) 512-2250 fax. Include GPO Order No. and make checks payable to the Superintendent of Documents.

*Construction Industry Digest* (OSHA 2202)

Order No. 029-016-00193-0; Cost \$4.50

*Ergonomics: The Study of Work* (OSHA 3125)

Order No. 029-016-00124-7; Cost \$1.50

*General Industry Digest* (OSHA 2201)

Order No. 029-016-00202-2; Cost \$4.75

*Handbook for Small Business* (OSHA 2209)

Order No. 029-016-00176-0; Cost \$7.50

*Hazard Communication—A Compliance Kit* (OSHA 3104)

(A reference guide to step-by-step requirements for compliance with the OSHA standard.)

Order No. 029-016-00200-6; Cost \$18.00

*Hazard Communications Guidelines for Compliance*

(OSHA 3111)

Order No. 029-016-00195-6; Cost \$3.25

*Training Requirements of OSHA Standards and Training Guidelines* (OSHA 2254)

Order No. 029-016-00196-4; Cost \$14.00.

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Wethersfield, CT 06109  
(203) 566-5123

**Director**

Hawaii Department of Labor  
and Industrial Relations  
830 Punchbowl Street  
Honolulu, HI 96813  
(808) 586-8844

**Commissioner**

Indiana Department of Labor  
State Office Building  
402 West Washington Street  
Room W195  
Indianapolis, IN 46204-2751  
(317) 232-2378

**Commissioner**

Iowa Division of Labor Services  
1000 E. Grand Avenue  
Des Moines, IA 50319-0209  
(515) 281-3447

**Secretary**

Kentucky Labor Cabinet  
1047 U.S. Highway, 127 South,  
STE 4  
Frankfort, KY 40601  
(502) 564-3070

**Commissioner**

Maryland Division of Labor  
and Industry  
Department of Labor, Licensing,  
and Regulation  
1100 N. Eutaw Street,  
Room 613  
Baltimore, MD 21201-2206  
(410) 767-2215

**Director**

Michigan Department  
of Consumer and Industry  
Services  
P.O. Box 30643  
Lansing, MI 48909-8143  
(517) 322-1814

**Commissioner**

Minnesota Department of Labor  
and Industry  
443 Lafayette Road  
St. Paul, MN 55155-4307  
(651) 296-2342

**Administrator**

Nevada Division of Industrial  
Relations  
400 West King Street  
Carson City, NV 89710  
(775) 687-3032

**Secretary**

New Mexico Environment  
Department  
1190 St. Francis Drive  
P.O. Box 26110  
Santa Fe, NM 87502  
(505) 827-2850

**Commissioner**

New York Department of Labor  
W. Averell Harriman State Office  
Building - 12, Room 500  
Albany, NY 12240  
(518) 457-2741

**Commissioner**

North Carolina Department  
of Labor  
4 West Edenton Street  
Raleigh, NC 27601-1092  
(919) 807-7166

**Administrator**

Department of Consumer  
and Business Services  
Occupational Safety and Health  
Division (OR-OSHA)  
350 Winter Street, NE,  
Room 430  
Salem, OR 97310-0220  
(503) 378-3272

**Secretary**

Puerto Rico Department  
of Labor and Human Resources  
Prudencio Rivera Martinez Build-  
ing  
505 Munoz Rivera Avenue  
Hato Rey, PR 00918  
(787) 754-2119

**Director**

South Carolina Department  
of Labor, Licensing, and  
Regulation

Koger Office Park,  
Kingtree Building  
110 Centerview Drive  
P.O. Box 11329  
Columbia, SC 29210  
(803) 896-4300

**Commissioner**

Tennessee Department of Labor  
710 James Robertson Parkway  
Nashville, TN 37243-0659  
(615) 741-2582

**Commissioner**

Labor Commission of Utah  
160 East 300 South, 3rd Floor  
P.O. Box 146650  
Salt Lake City, UT 84114-6650  
(801) 530-6898

**Commissioner**

Vermont Department  
of Labor and Industry  
National Life Building -  
Drawer 20  
National Life Drive  
Montpelier, VT 05620-3401  
(802) 828-5098

**Commissioner**

Virginia Department of Labor  
and Industry  
Powers-Taylor Building  
13 South 13th Street  
Richmond, VA 23219  
(804) 786-2377

**Commissioner**

Virgin Islands Department  
of Labor  
2203 Church Street  
Christiansted  
St. Croix, VI 00820-4660  
(340) 773-1994

**Director**

Washington Department  
of Labor and Industries  
P.O. Box 44001  
Olympia, WA 98504-4001  
(360) 902-4200

**Administrator**

Worker's Safety and  
Compensation Division (WSC)  
Wyoming Department  
of Employment  
Herschler Building,  
2nd Floor East  
122 West 25th Street  
Cheyenne, WY 82002  
(307) 777-7786

State	Telephone
Alabama .....	(205) 348-3033
Alaska .....	(907) 269-4957
Arizona .....	(602) 542-1695
Arkansas .....	(501) 682-4522
California .....	(415) 703-5270
Colorado .....	(970) 491-6151
Connecticut .....	(860) 566-4550
Delaware .....	(302) 761-8219
District of Columbia .....	(202) 576-6339
Florida .....	(850) 922-8955
Georgia .....	(404) 894-2643
Guam .....	011(671) 475-0136
Hawaii .....	(808) 586-9100
Idaho .....	(208) 426-3283
Illinois .....	(312) 814-2337
Indiana .....	(317) 232-2688
Iowa .....	(515) 965-7162
Kansas .....	(785) 296-7476
Kentucky .....	(502) 564-6895
Louisiana .....	(504) 342-9601
Maine .....	(207) 624-6460
Maryland .....	(410) 880-4970
Massachusetts .....	(617) 727-3982
Michigan .....	(517) 322-6823(H)
.....	(517) 322-1809(S)
Minnesota .....	(612) 297-2393
Mississippi .....	(601) 987-3981
Missouri .....	(573) 751-3403
Montana .....	(406) 444-6418
Nebraska .....	(402) 471-4717
Nevada .....	(702) 486-9140
New Hampshire .....	(603) 271-2024
New Jersey .....	(609) 292-3923
New Mexico .....	(505) 827-4230
New York .....	(518) 457-2238
North Carolina .....	(919) 807-2905
North Dakota .....	(701) 328-5188
Ohio .....	(614) 644-2246

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Oklahoma .....	(405) 528-1500
Oregon .....	(503) 378-3272
Pennsylvania .....	(724) 357-2396
Puerto Rico .....	(787) 754-2171
Rhode Island .....	(401) 222-2438
South Carolina .....	(803) 734-9614
South Dakota .....	(605) 688-4101
Tennessee .....	(615) 741-7036
Texas .....	(512) 804-4640
Utah .....	(801) 530-6901
Vermont .....	(802) 828-2765
Virginia .....	(804) 786-6359
Virgin Islands .....	(340) 772-1315
Washington .....	(360) 902-5638
West Virginia .....	(304) 558-7890
Wisconsin .....	(608) 266-8579(H)
.....	(262) 523-3040(S)
Wyoming .....	(307) 777-7786

(H) - Health

(S) - Safety



Area	Telephone
Albany, NY .....	(518) 464-4338
Albuquerque, NM .....	(505) 248-5302
Allentown, PA .....	(610) 776-0592
Anchorage, AK .....	(907) 271-5152
Appleton, WI .....	(920) 734-4521
Austin, TX .....	(512) 916-5783
Avenel, NJ .....	(908) 750-3270
Bangor, ME .....	(207) 941-8179
Baton Rouge, LA .....	(225) 389-0474
Bayside, NY .....	(718) 279-9060
Bellevue, WA .....	(206) 553-7520
Billings, MT .....	(406) 247-7494
Birmingham, AL .....	(205) 731-1534
Bismarck, ND .....	(701) 250-4521
Boise, ID .....	(208) 321-2960
Bowmansville, NY .....	(716) 684-3891
Braintree, MA .....	(617) 565-6924
Bridgeport, CT .....	(203) 579-5516
Calumet City, IL .....	(708) 891-3800
Carson City, NV .....	(702) 885-6963
Charleston, WV .....	(304) 347-5937
Cincinnati, OH .....	(513) 841-4132
Cleveland, OH .....	(216) 522-3818
Columbia, SC .....	(803) 765-5904
Columbus, OH .....	(614) 469-5582
Concord, NH .....	(603) 225-1629
Corpus Christi, TX .....	(512) 888-3420
Dallas, TX .....	(214) 320-2400
Denver, CO .....	(303) 844-5285
Des Plaines, IL .....	(847) 803-4800
Des Moines, IA .....	(515) 284-4794
Eau Claire, WI .....	(715) 832-9019
El Paso, TX .....	(915) 534-6251
Englewood, CO .....	(303) 843-4500
Erie, PA .....	(814) 833-5758
Fairview Heights, IL .....	(618) 632-8612
Fort Lauderdale, FL .....	(954) 424-0242
Fort Worth, TX .....	(817) 428-2470
Frankfort, KY .....	(502) 227-7024
Guaynabo, PR .....	(787) 277-1560

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Harrisburg, PA .....	(717) 782-3902
Hartford, CT .....	(860) 240-3152
Hasbrouck Heights, NJ .....	(201) 288-1700
Honolulu, HI .....	(808) 541-2685
Houston, TX .....	(281) 286-0583
Houston, TX .....	(281) 591-2438
Indianapolis, IN .....	(317) 226-7290
Jackson, MS .....	(601) 965-4606
Jacksonville, FL .....	(904) 232-2895
Kansas City, MO .....	(816) 483-9531
Linthicum, MD .....	(410) 865-2055
Little Rock, AR .....	(501) 324-6291
Lubbock, TX .....	(806) 472-7681
Madison, WI .....	(608) 441-5388
Marlton, NJ .....	(609) 757-5181
Methuen, MA .....	(617) 565-8110
Milwaukee, WI .....	(414) 297-3315
Minneapolis, MN .....	(612) 664-5460
Mobile, AL .....	(334) 441-6131
Nashville, TN .....	(615) 781-5423
New York, NY .....	(212) 466-2482
Norfolk, VA .....	(757) 441-3820
North Aurora, IL .....	(630) 896-8700
Oklahoma City, OK .....	(405) 231-5351
Omaha, NE .....	(402) 221-3182
Parsippany, NJ .....	(201) 263-1003
Peoria, IL .....	(309) 671-7033
Philadelphia, PA .....	(215) 597-4955
Phoenix, AZ .....	(602) 640-2007
Pittsburgh, PA .....	(412) 395-4903
Portland, ME .....	(207) 780-3178
Portland, OR .....	(503) 326-2251
Providence, RI .....	(401) 528-4663
Raleigh, NC .....	(919) 856-4770
Sacramento, CA .....	(916) 566-7470
Salt Lake City, UT .....	(801) 487-0680
San Diego, CA .....	(619) 557-2909
Savannah, GA .....	(912) 652-4393
Smyrna, GA .....	(770) 984-8700
Springfield, MA .....	(413) 785-0123
St. Louis, MO .....	(314) 425-4249
Syracuse, NY .....	(315) 451-0808

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Tampa, FL .....	(813) 626-1177
Tarrytown, NY .....	(914) 524-7510
Toledo, OH .....	(419) 259-7542
Tucker, GA .....	(770) 493-6644
Westbury, NY .....	(516) 334-3344
Wichita, KS .....	(316) 269-6644
Wilkes-Barre, PA .....	(717) 826-6538
Wilmington, DE .....	(302) 573-6115

**U.S. Department of Labor  
Occupational Safety and Health Administration  
Regional Offices**

**Region I**

**(CT,\* MA, ME, NH, RI, VT\*)**  
JFK Federal Building  
Room E-340  
Boston, MA 02203  
Telephone: (617) 565-9860

**Region II**

**(NJ, NY,\* PR,\* VI\*)**  
201 Varick Street  
Room 670  
New York, NY 10014  
Telephone: (212) 337-2378

**Region III**

**(DC, DE, MD,\* PA, VA,\* WV)**  
The Curtis Center - Suite 740 West  
170 S. Independence Mall West  
Philadelphia, PA 19106-3309  
Telephone: (215) 861-4900

**Region IV**

**(AL, FL, GA, KY,\* MS, NC,\* SC,\* TN\*)**  
Atlanta Federal Center  
61 Forsyth Street, SW, Room 6T50  
Atlanta, GA 30303  
Telephone: (404) 562-2300

**Region V**

**(IL, IN,\* MI,\* MN,\* OH, WI)**  
230 South Dearborn Street  
Room 3244  
Chicago, IL 60604  
Telephone: (312) 353-2220

**Region VI**

**(AR, LA, MN,\* OK, TX)**  
525 Griffin Street  
Room 602  
Dallas, TX 75202  
Telephone: (214) 767-4731

**Region VII**

**(IA,\* KS, MO, NE)**  
City Center Square  
1100 Main Street, Suite 800  
Kansas City, MO 64105  
Telephone: (816) 426-5861

**Region VIII**

**(CO, MT, ND, SD, UT,\* WY\*)**  
1999 Broadway  
Suite 1690  
Denver, CO 80802-5716  
Telephone: (303) 844-1600

**Region IX**

**(American Samoa, AZ,\* CA,\* Guam, HI,\* NV,\* Trust Territories of the Pacific)**  
71 Stevenson Street  
4th Floor  
San Francisco, CA 94105  
Telephone: (415) 975-4310

**Region X**

**(AK,\* ID, OR,\* WA\*)**  
1111 Third Avenue  
Suite 715  
Seattle, WA 98101-3212  
Telephone: (206) 553-5930

\*These states and territories operate their own OSHA-approved job safety and health programs (Connecticut and New York plans cover public employees only). States with approved programs must have a standard that is identical to, or at least as effective as, the federal standard.